Call for Proposals

All full-time faculty members are invited to submit project proposals for research or creative work for funding by the Loyola Schools Scholarly Work Faculty Grants or the University Research Council Grants. Effective this year, project proposals for the development of instructional materials can be submitted for funding by the Loyola Schools Instructional Materials Development Grant. The policies and guidelines for each project grant type are outlined in the attached pages. The deadline for submission is November 10, 2008.

Proposals for the Loyola Schools Scholarly Work Faculty Grants and the Loyola Schools Instructional Materials Development Grant should be submitted to the Office of the Vice President for the Loyola Schools. Proposals for the University Research Council Grants should be submitted to the Office of the Academic Vice President.

Please direct any questions to Dr. Liane Peña Alampay, Research Coordinator for the Loyola Schools, at lpalampay@ateneo.edu, or loc. 5260-5262.

Ma. Assunta C. Cuyegkeng, Ph.D.  
Vice President for the Loyola Schools

Antonette Palma-Angeles, Ph.D.  
Academic Vice President
1. Objective

The grants aim to support the scholarly work of faculty and increase the scholarly work output of the University, thereby contributing to the University’s mission of providing intellectual leadership in higher education in the Philippines.

2. Eligibility

All full-time faculty members of the Loyola Schools are eligible to apply for the scholarly work grants. There are three grant sources: (1) the Loyola Schools (LS) Scholarly Work Faculty Grant, (2) the University Research Council (URC) Grant, (3) the LS Instructional Materials Development Grant.

3. Priorities

Project proposals submitted to the LS Scholarly Work Faculty Grant and the URC Grant are reviewed based on their overall scholarly merit as well as the following specific features:

(a) publishable output, preferably in a refereed scholarly journal
(b) contribution to the School or Department research agenda
(c) significance in its own discipline
(d) promotion of collaborative and interdisciplinary scholarly work
(e) relevance and impact in the Philippines

For the LS Instructional Materials Development Grant, the proposal is reviewed in terms of its overall merit, particularly its:

(a) significance in enhancing course instruction (in the Loyola Schools)
(b) contribution to the School or Department’s curriculum/course development priorities
(c) application or manifestation of student-centered learning principles
(d) innovation or novelty
(e) usefulness and extent of application

Awards are given subject to availability of funds. The maximum amount for each grant is specified in the policies (see following).

An award is also contingent on the progress of the proponent’s projects that have been previously funded by the University (i.e., whether they have been completed, published, etc).

4. Requirements for application

To apply for any of the grants, the proponent(s) should accomplish and submit the following:

(1) a detailed project proposal with the following essential components:

(a) Description of the Project
   ▪ background
• objectives and/or research problems
• significance

(b) Review of Related Literature and Conceptual/Theoretical Framework
• for creative work (such as a novel, an anthology of short stories or poetry, or a play), an excerpt equivalent to roughly 10% of the final output should be submitted and a discussion of the overarching conceptual themes, structure, and/or direction of the work, so as to provide a view of the creative process and the end product
• for instructional material, discuss the pedagogical features of the material, aside from the conceptual/theoretical basis

(c) Methodology
(d) Expected Output
(e) Justification for the Project
(f) Timetable
(g) Projected Costs (include here the cost of the research load if part of the grant will be used for this; please refer to the policies of each grant type).

(2) A 100-word summary of the proposed project
(3) Proponent’s updated 1-2 page Curriculum Vitae
(4) Application Form

For proposals for textbook projects, the following components must be highlighted in addition to the above:
(a) the conceptual/theoretical framework describing the particular themes, thrusts, or approaches that the textbook will imbibe, in the theoretical as well as the pedagogical sense (i.e., teaching/learning strategies)
(b) a comparison of the proposed textbook with other available textbooks in the field, highlighting the novelty of the proposed textbook
(c) the targeted audience and the textbook’s potential for use
(d) the research component of the textbook project
(e) an annotated Table of Contents, with an essential description of the contents and organization of each chapter

Note that textbook projects that are novel and entail considerable research and theoretical conceptualization can be appropriately considered for the LS Scholarly Work Faculty Grant or the University Research Council Grant. Proposals for other types of textbooks and instructional materials are eligible for the LS Instructional Materials Development Grant.

In general, only thoroughly-prepared proposals have high chances of being recommended and approved. Such proposals have clearly defined objectives/problems, a cogent literature review and conceptual/theoretical framework, and a sound methodology.

The complete application should be submitted on or before November 10, 2008. The decisions will be announced in the first quarter of the following year.

5. Procedures for review

All project proposals are reviewed by the University Research Council (URC), which also serves as the screening and recommending body of all University-funded projects. The process of reviewing the proposals is as follows:
(a) The proponent submits the proposal to his or her department Chair; the Chair, in turn, submits the proposal and his or her comments to the Dean and the URC. While the evaluation hinges mainly on the merits of the proposal, inputs from the Chair and Dean are taken into consideration to provide a view of how the project fits with the proponent’s development goals and the department/school priorities and research agenda.

(b) The URC evaluates the proposals and makes final recommendations. When necessary, it may send the proposal to an external reviewer.

(c) Proponent(s) may be requested by the URC to clarify some aspects of their proposals in writing or to make a 10-minute presentation to the URC before final deliberations.

(d) The recommendations of the URC are presented to the President, Academic Vice President, Vice President for the Loyola Schools, and the Deans.

(e) Proposals which were not approved are returned to the proponents with the corresponding feedback.

6. Submission of project output

Upon completion of the project, the grantee shall submit the output (e.g., book, published article, manuscript submitted for publication, formal/technical report) to the appropriate office. In the case of the LS Scholarly Work Faculty Grant and the LS Instructional Materials Development Grant, reports are to be submitted to the Loyola Schools Vice President (Attention: Research Coordinator). For the University Research Council Grant, reports are to be submitted to the Academic Vice President.

7. Review of the project output

The URC will evaluate the project output for monitoring and documentation purposes, and may solicit comments from external reviewers for a more thorough evaluation of the report.

Proponents will be requested to provide periodic reports on the status of their projects until they have completed it and submitted the final output.

The grantee is expected to acknowledge the funding support of the Ateneo de Manila University, specifying the name of the grant, for output that is published or presented.

8. Specific Policies

(a) Loyola Schools Scholarly Work Faculty Grant

1. The grant is awarded on a competitive basis.

2. A maximum of P200,000 can be awarded for each grant. The amount can be used to subsidize research loads, salaries of research assistants, and expenses for supplies, materials, transportation, photocopying, and technical equipment (with justification). The grants may not be used for faculty honoraria, stipend, or similar compensation.

3. A maximum of 6 units of research load per semester (up to two semesters), and 3 units for the summer, can be charged to the grant. The cost of the research load is pegged at P8,000 per month per 3-unit research load during the regular semester (i.e., P40,000) and P16,000 per month per 3-unit research load during the summer (i.e., P32,000), regardless of the academic rank and salary of the grantee.

4. The grant may not be used for projects contributing to the proponent’s thesis or
5. For book projects, the Ateneo de Manila University, through its research and publication arm, shall have the “right of first refusal” for the publication of the book.

(b) University Research Council Grant

1. The grant is awarded on a competitive basis.

2. A maximum of ₱40,000 can be awarded for each grant. The amount can be used to subsidize research loads, salaries of research assistants, and expenses for supplies and materials, transportation, photocopying, and other consumables. The grant does not cover honoraria or tokens for panelists; photocopying, printing, or publication of completed research work; overhead; food and beverage; equipment; and venture capital.

3. A maximum of 3 units of research load in the regular semester, or 3 units for the summer, can be charged to the grant. The cost of the research load is pegged at ₱8,000 per month per 3-unit research load during the regular semester (i.e., ₱40,000) and ₱16,000 per month per 3-unit research load during the summer (i.e., ₱32,000), regardless of the academic rank and salary of the grantee.

4. For applications intended to continue a research project previously funded by a grant, the proponent could be given a new research grant if it will be used to augment, not to finish, the previous project. The proponent must explain the difference between the previously funded and the proposed research.

5. The grant may be not be used for projects contributing to the proponent’s thesis or dissertation.

(c) Loyola Schools Instructional Materials Development Grant

1. The grant is awarded on a competitive basis.

2. A maximum of ₱40,000 can be awarded for each grant. The amount can be used for salaries of research assistants, and expenses for supplies and materials, transportation, photocopying, and other consumables. The grant does not cover honoraria or tokens for panelists; photocopying, printing, or publication of completed research work; overhead; food and beverage; equipment; and venture capital.

3. The grant may not be used for projects contributing to the proponent’s thesis or dissertation.

4. For book projects, the Ateneo de Manila University, through its research and publication arm, shall have the “right of first refusal” for the publication of the book.

5. The proponent can apply for the Instructional Materials Development Grant and the Scholarly Work Faculty Grant sequentially (i.e., in succeeding years), if the project involves an instructional/applied component, as well as a research component (e.g., the development of a material, followed by a pilot and evaluation of the material).